

Checklist - For Professionalizing an Indiana Teaching License Issued under Basis of Bulletin 192, Bulletin 400 or Rules 46-47

IN ORDER TO BE ELIGIBLE FOR THE PROFESSIONAL 10-YEAR LICENSE, YOU MUST HOLD A MASTER' DEGREE, HAVE A MINIMUM OF 5 YEARS TEACHING EXPERIENCE IN AN ACCREDITED SCHOOL, AND HAVE COMPLETED THE SPECIFIED ADDITIONAL COURSEWORK IN YOUR LICENSE AREA OR AREAS.

- Complete the entire application, [State Form 9331](#).
- Attach a \$35.00 cashier's check or money order (made payable to the State of Indiana) to the application.
- Answer Criminal History questions 1-3. Sign your name verifying that this information and application are accurate.
- Attach the Indiana license, for which the subject area(s) is to be professionalized to the application or complete and attach the Proof of Licensure form, [State Form 47871](#), if you have lost your license.
- Attach verification of your teaching, administration, and/or school services experience. This verification must be by an administrator on school letterhead and include the dates of service, position held, grades/subject taught or administered, whether the experience was full or part-time, and the accreditation status of the school at the time of employment. A minimum of five years of appropriate experience is necessary for professionalization.
- Submit all materials and official out of state transcripts of your Master's degree and other graduate courses earned out-of state to the Division of Professional Standards. Our staff will determine your eligibility for the professional license.

Return this checklist with your application. Mail the completed forms to:

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798

In-State Graduates

- ☐ Submit all materials to the Indiana licensing advisor at the institution where you completed the professionalization